



U.S. ATTORNEY'S OFFICE
Northern District of Alabama
LECC
Law Enforcement Coordinating Committee

Date: July 2, 2004

To: Law Enforcement Coordinating Committee Members and
Invited Guests

From: Alice H. Martin
United States Attorney Northern District of Alabama

Subject: Seventeenth Annual Alabama Statewide LECC Conference
Perdido Beach Resort, Orange Beach, Alabama 36561-3299,
September 1 - 3, 2004

The beautiful Perdido Beach Resort located in Orange Beach, Alabama and rated by AAA as one of the best resorts in the country will be the setting for our annual statewide meeting. This Seventeenth Annual Statewide Meeting of the Alabama Law Enforcement Coordinating Committees will be held Wednesday, September 1 through Friday, September 3, 2004. This packet will provide conference information, a **tentative agenda**, and conference pre-registration forms for your attendance.

Conference check-in/registration will be in the foyer area of the Ballroom at the Perdido Beach Resort on Wednesday, September 1, 2004 from 11:00 a.m. to 5:00 p.m. The program begins Wednesday at 2:00 p.m. and concludes on Friday at 12:00 noon. **NOTE: Check-in at the Resort is 4:00 p.m. and check out is 12:00 noon. DRESS WILL BE CASUAL.**

*Please forward the registration fee of \$115.00 along with the pre-registration form to: Ms. Angela Pickett, U.S. Attorney's Office, 1801 4th Avenue, North, Birmingham, Alabama 35203, Phone: (205) 244-2085, Fax: (205) 244-2180 no later than **Friday, August 20th**. After this date, the registration fee will be \$130.00. This fee will include conference materials, breaks, a seafood buffet on Wednesday evening, and southern continental breakfasts on Thursday and Friday mornings. Lunch will be on your own.*

ATTENTION: Thursday evening will be a free evening; no dinner, no speaker, no hospitality...this will give you an opportunity to sample the local cuisine, take your spouse/guest out for the evening and enjoy the area. Your spouse/guest is welcome to join in on all provided meals, however, they must pre-register. A spouse/guest meal registration form is included for that purpose. Please forward the appropriate fees along with your registration. **Make all checks payable to the "LECC Fund."**



This year the conference will cover a variety of important issues that were brought to the attention of the U.S. Attorneys as subjects of interest by members of the Law Enforcement Coordinating Committee Advisory Board. The conference agenda will outline proactive leadership strategies for law enforcement managers and executives.

CREDIT INFORMATION:

APOSTC credits have been applied for and should be available on the day of the conference.

GOLF:

A golf outing is planned for Thursday afternoon, September 2nd, following the final session of the day. We will have a sign-up sheet available at the conference.

HOTEL ROOM RATES & DEADLINES:

Room Registration information was mailed out to everyone in May. Perdido Beach Resort is offering a very special rate on their **Standard Rooms of \$91.00 plus tax (single/double occupancy) until July 31st** to those attending the LECC Conference (Gulf Front Rooms are much higher). **Please remember that you must make your own reservation and to do so you must use the enclosed Group Reservation Request form.** This form may be faxed to the hotel at (251) 981-5670. If you choose to mail your reservation form, please mail it to the address printed on the form. These rates end on July 31st - any room reservation made after this date will be subject to space and rate availability. So book early!! To make hotel reservations, please call (800) 634-8001. If you would like to reach the hotel's main telephone number please call (251) 981-9811. **Hotel room reservations are your responsibility - When contacting the Perdido Beach Resort ask for accommodations in the block of reserved rooms for the Seventeenth Annual Alabama Statewide LECC Conference.**

HOTEL ROOM CANCELLATIONS:

Should you find it necessary to cancel your reservation please do so no later than 4:00 p.m., 3 days prior to arrival. There will be no penalty if you notify the reservations' office before the deadline. If you wait until after the cancellation deadline you will be responsible for the cancellation charges. Should you have any questions or concerns regarding your room reservations/cancellations, please contact the staff at the Perdido Beach Resort Hotel.

We hope you that you will make your plans now to attend this meeting. Should you have any questions regarding the conference, please contact Mr. Lyndon J. Laster, Law Enforcement Coordinator, U.S. Attorney's Office, Northern District of Alabama at (205) 244-2092. We look forward to seeing you in Orange Beach!!

Enclosures

Group Reservation Request Form (Hotel)
Conference Registration Form
Spouse/Guest Meal Registration Form
Tentative Agenda



CHECK LIST:

- ☐ MADE HOTEL RESERVATIONS - SENT FORM TO PERDIDO BEACH RESORT
- ☐ COMPLETED CONFERENCE REGISTRATION FORM - SENT FORM AND REGISTRATION FEE(S) TO THE U.S. ATTORNEY'S OFFICE
- ☐ COMPLETED SPOUSE/GUEST MEAL REGISTRATION FORM - SENT FORM AND FEE(S) TO THE U.S. ATTORNEY'S OFFICE



GROUP RESERVATION REQUEST

*Seventeenth Annual Alabama Statewide LECC Conference
Wednesday, September 1 through Friday, September 3, 2004*

**PLEASE SEND THIS FORM DIRECTLY TO THE PERDIDO BEACH RESORT:
27200 Perdido Beach Boulevard, Orange Beach, AL 36561-3299, Phone: (251) 981-9811, Reservations: (800) 634-8001, Fax: (251) 981-5670**

*The staff of the Perdido Beach Resort is pleased to welcome your fine organization during the above dates. To receive your negotiated special group rate, please complete this reservation request form and **mail or fax to the Resort**. Should you not receive a mailed confirmation within 10 working days, or wish to make changes or cancel your confirmed reservation, please call our Reservations Department. A block of standard (STD) rooms have been set aside for your group at a **special rate of \$91.00 per night, which applies to requests received by July 31st**. Requests received after this date will be honored based on availability and subject to rack rates. The Resort has limited numbers of King, Gulf Front (GF) & Pool View (PV) rooms. We will make every effort to meet requests for specific room types and special requests. However, we cannot always accomplish such requests and reserve the right to provide alternate accommodations.*

PLEASE INDICATE BY PLACING IN THE BOX (1st) (2nd) (3rd) CHOICE OF ROOM:

☐ STD: \$91.00 ☐ GF: \$155.00 ☐ PV: \$101.00

SPECIAL REQUESTS: _____

Name: _____ Phone: (____) _____

Address: _____

City: _____ State: _____ Zip: _____

Arrival Day: _____ Date: _____ Departure Day: _____ Date: _____

No. of Adults: _____ No. of Children: _____ Adult's Name(s) _____

Children stay free in parents' room (rates are for single or double occupancy. Add \$10.00 for each additional adult in the room)

In order to confirm this reservation request, a deposit equal to one nights' room rate is required. Please enclose your check, money order or provide credit card information below. Your deposit will be applied to your last confirmed night of the reservation. In the event of an early departure, 50% of your deposit will be non-refundable unless the Resort is notified prior to or at check in.

PLEASE CHECK WHICH CARD YOU WILL BE USING:

☐ Visa, ☐ Mastercard, ☐ American Express, ☐ Diners Club, ☐ Carte Blanche, ☐ Discover

CARD NO. _____ EXP DATE: _____

CANCELLATION POLICY: Should cancellation of this reservation be necessary, there will be no penalty provided the reservations office is notified **no later than 4:00 p.m., 3 days prior to arrival**. Should cancellation occur after this time or if the hotel is not notified of cancellation, the deposit will not be refunded. When canceling please record your cancellation number to ensure you are not charged. Charge will not be waived without this number. **CHECK-IN TIME is 4:00 p.m. CHECK-OUT TIME is 12:00 NOON**. As a courtesy to guests arriving on your departure day, please plan to check out at or before noon.

**For additional rooms please copy this form*



2004 Statewide LECC Conference



U.S. ATTORNEY'S OFFICE
Northern District of Alabama
LECC

Law Enforcement Coordinating Committee

CONFERENCE REGISTRATION FORM

*Seventeenth Annual Alabama Statewide LECC Conference
Wednesday, September 1 through Friday, September 3, 2004
Perdido Beach Resort, Orange Beach, Alabama*

**PLEASE COMPLETE AND SEND THIS FORM DIRECTLY TO THE U.S. ATTORNEY'S OFFICE
ALONG WITH YOUR REGISTRATION FEE(S) TO:**

*Ms. Angela Pickett
U.S. Attorney's Office
1801 4th Avenue, North
Birmingham, AL 35203
Fax: (205) 244-2180
Phone: (205) 244-2085*

PRE-REGISTRATION FEE: \$115.00
REGISTRATION FEE AFTER AUGUST 20th: \$130.00
*Cash or Checks only (please, no purchase orders)
Checks should be made payable to the "LECC FUND"*

NAME(S)	TITLE	EMAIL ADDRESS

AGENCY/DEPARTMENT:
BUSINESS STREET ADDRESS:
CITY, STATE, ZIP:
TELEPHONE NUMBER:
FAX NUMBER:

2004 Statewide LECC Conference





U.S. ATTORNEY'S OFFICE
Northern District of Alabama
LECC
Law Enforcement Coordinating Committee

SPOUSE/GUEST MEAL REGISTRATION FORM

Seventeenth Annual Alabama Statewide LECC Conference
Wednesday, September 1 through Friday, September 3, 2004
Perdido Beach Resort, Orange Beach, Alabama

PLEASE COMPLETE AND SEND THIS FORM DIRECTLY TO THE U.S. ATTORNEY'S OFFICE. PARTICIPATION AT MEALS IS BY RESERVATION ONLY

If you would like to have your spouse/guest join you for the meals provided in your conference fee, they are welcome to do so. However, they must register and prepayment must be made.

NAME OF GUEST:	
GUEST OF:	

The following is a break-down of the meal costs individually, or you may elect to pay \$60.00 for the entire meal package. **This amount should be sent along with your conference registration fee by August 20, 2004. Please check the appropriate box, write in how many will be attending and the total at the bottom:**

- | | <u>DATE</u> | <u>AMOUNT</u> | <u>HOW MANY</u> |
|--------------------------|--|----------------|-----------------|
| <input type="checkbox"/> | WEDNESDAY, SEPTEMBER 1, 2004
<i>Dinner Includes: Choice of Salads; Boiled Shrimp; Shrimp Creole; Louisiana Crab Cakes; Seafood Au Gratin; Baked Fish with Lemon Butter; Steamship Round of Beef with Carver; Saffron Rice; Pepperonate Vegetables; French Bread; Assorted Freshly Baked Pies & Cakes; Coffee, Tea & Decaf.</i> | \$35.00 | _____ |
| <input type="checkbox"/> | THURSDAY, SEPTEMBER 2, 2004 - Southern Continental Breakfast
(Served from 7:15 a.m. - 8:00 a.m.)
(Time Strictly Enforced) | \$12.50 | _____ |
| <input type="checkbox"/> | FRIDAY, SEPTEMBER 3, 2004 - Southern Continental Breakfast
(Served from 7:15 a.m. - 8:00 a.m.)
(Time Strictly Enforced) | \$12.50 | _____ |

TOTAL AMOUNT ENCLOSED \$ _____



2004 Statewide LECC Conference

17th Annual Alabama LECC Statewide Conference
Orange Beach, AL
September 1 - 3, 2004

TENTATIVE AGENDA

Wednesday, September 1, 2004

11:00 p.m. - 5:00 p.m.

Registration

2:00 p.m. - 2:30 p.m.

Opening Ceremonies

Invocation

Presentation of Colors

National Anthem

Video Tribute to Fallen Officers

2:30 p.m. - 3:00 p.m.

Welcome & Opening Remarks

The Honorable Alice H. Martin

U.S. Attorney, Northern District of Alabama

The Honorable Leura G. Canary

U.S. Attorney, Middle District of Alabama

The Honorable David P. York

U.S. Attorney, Southern District of Alabama

3:00 p.m. - 5:00 p.m.

Challenging the Organizational Culture

Jack E. Enter

Jack E. Enter & Associates, Inc.

This discussion examines the means by which a leader can positively influence an organizational culture. An analysis of the law enforcement culture and the impact of problem employees and law enforcement cynicism are also discussed.



2004 Statewide LECC Conference

5:00 p.m. - 5:30 p.m.	<i>Break</i>
5:30 p.m. - 7:00 p.m.	<i>Agency Liaison (Beach Deck)</i>
7:00 p.m. - 9:00 p.m.	<i>Dinner & Entertainment</i>

Thursday, September 2, 2004

7:15 a.m. - 8:00 a.m.	<i>Breakfast</i>
8:00 a.m. - 12:00 p.m.	<i>Registration</i>
8:00 a.m. - 10:30 a.m.	Critical Incident Response Plan Development SSA Leonard G. Johns FBI Critical Incident Response Group

This discussion will focus on the true definition of a critical incident and critical incident planning, resources, exercises, and mitigation. Elements required to coordinate public and private responses to an emergency or critical incident will also be discussed.

10:30 a.m. - 10:45 a.m.	<i>Break</i>
10:45 a.m. - 12:00 p.m.	Critical Incident Response Plan Development continued Chief Sam Gonzales (Former Chief Oklahoma City Police Department) FBI Critical Incident Response Group

This portion of the discussion will focus on issues relating to the initial response to a critical incident and the role and responsibility of the Incident Commander. Additionally, components required to establish joint operations centers and command posts will be discussed.

12:00 p.m. - 1:00 p.m.	<i>Lunch (On Your Own)</i>
1:00 p.m. - 5:00 p.m.	<i>Open Forum</i>

Friday, September 3, 2004

7:15 a.m. - 8:00 a.m.	<i>Breakfast</i>
------------------------------	-------------------------



8:00 a.m. - 9:30 a.m.

Critical Incidents and Media Management

Captain Nancy Demme

Montgomery County (Maryland) Police Department

This discussion provides law enforcement managers and executives with an overview of effective practices, techniques, policies, and strategies for interacting with media personnel while managing a critical incident. This session also provides the basic tools for dealing with print, radio, and television media in a professional manner for local, state, and federal law enforcement officials who come into contact with the media.

9:30 a.m. - 10:30 a.m.

Alabama ICE/Re-entry video

Ms. Alison Blackwell

Assistant U.S. Attorney, Northern District of Alabama

A brief overview and introduction of Alabama ICE (Isolate the Criminal Element). This discussion will describe the partnership among federal, state, and local law enforcement officials to reduce the level of gun violence in Alabama.

10:30 a.m. - 10:45 a.m.

Break

10:45 a.m. - 12:00 p.m.

Terrorist Screening Center Overview

Ms. Donna A. Bucella

Terrorist Screening Center

This session provides an overview of the Terrorist Screening Center (TSC). Created to consolidate terrorist watchlists and provide 24/7 operational support for thousands of Federal screeners across the country and around the world., the TSC allows federal, state, and local officials to make better-informed decisions to protect the United States from terrorist attacks.

12:00 p.m.

Closing Remarks

Benediction

Adjourn

***ATTENTION: LECC ADVISORY BOARD MEMBERS:** Each district will be holding an Advisory Board luncheon during this conference. The schedule is as follows:

<u>DISTRICT</u>	<u>DAY</u>	<u>TIME</u>	<u>LOCATION</u>
*NDAL	Thursday	12:00 p.m. - 1:00 p.m.	Sand Castle II
*MDAL	Wednesday	11:30 a.m. - 1:00 p.m.	Sand Dollar
*SDAL	Wednesday	TBA	TBA



2004 Statewide LECC Conference